

[Your Daycare Center Name]
[Your Daycare Center Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]

[Parent/Guardian Name]
[Parent/Guardian Address]
[City, State, Zip Code]

Dear [Parent/Guardian Name],

Subject: Incident Report for [Child's Name]

I hope this message finds you well. We are writing to inform you about an incident involving your child, [Child's Name], that occurred on [Date of Incident] at [Time of Incident] during their time at [Daycare Center Name].

Incident Details:

- ****Description of Incident****: [Briefly describe what happened]
- ****Location****: [Specify where the incident took place]
- ****Individuals Involved****: [Mention any other children or staff involved]
- ****Injuries Sustained****: [If any, describe the injuries or state "No injuries were reported"]

Actions Taken:

- [Describe the immediate actions taken by staff, including any first aid administered, if applicable]
- [Mention any follow-up actions that will be taken, if necessary]

We take the safety and well-being of all children at our center very seriously. We have taken all necessary steps to ensure that such incidents are minimized in the future.

If you have any questions or concerns regarding this incident, please do not hesitate to contact us at [Daycare Center Phone Number] or [Daycare Center Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Daycare Center Name]